



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

REGULAR COMMISSION MEETING MINUTES

March 14, 2019, 9:00 am

Toftrees Golf Resort & Conference Center, One Country Club Lane
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill
Commissioner Michelle Beaver
Commissioner John Chilleri (via phone)
Commissioner Tim Heitzman
Commissioner Chad Libby
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin
John Manning, Legal Advisor
Tom Dougherty, Advisor (PBPP)
Helene Placey, Advisor
Greg Young, Advisor (PBPP)
Jodilynn Jacob-Byrd (PBPP)
Ian Rowles, Recorder (PBPP)

Those not in attendance:

Commissioner Erik Christensen
Commissioner Larry Maggi

- 1. Call to Order and the Pledge of Allegiance**
- 2. Review and approval of the Minutes of the previous meeting**

MOTION: 1903:01

Commissioner Shurtleff made a motion to approve the minutes from the January 10, 2019 Firearms Education and Training Commission meetings.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

- 3. Announcements and Reports**

Chairman

- Chairman Graybill welcomed Jodilynn Jacob-Byrd, who was attending the meeting today to represent the budget office from the Board of Probation and Parole.

- Chairman Graybill announced that Theodore Johnson has taken the Chairman position of the Board of Probation and Parole, but was unable to attend the meeting or send representation.
- Chairman Graybill announced the September meeting will be moved from September 18 to September 25, 2019 at 1pm and will be held at Toftrees.

Executive Director MacLaughlin

- Executive Director MacLaughlin stated that the Curriculum Committee was able to run a Train-The-Trainer for a Course 3 on March 12th, and used students from Cumberland and Dauphin county to run the new Course 3.
- Executive Director MacLaughlin stated the Curriculum Committee wants to run another pilot course for the new Course 3 due to them running out of time to complete all the drills. Possibly having to modify the course again.
- Commissioner Libby suggested the possibility of lowering the amount of students to attend the course and see if the course can be completed on time.
- Executive Director MacLaughlin announced that FETC has been approved by the Governors Office saying FETC can have a YouTube channel. The channel would feature training videos to make sure all of the instructors are on the same page state wide. It could be an easy way to get certain demonstrations across the state for everybody to view.
- Executive Director MacLaughlin proposed a FETC Facebook page to replace the Newsletter. A place where pictures from BTA's, when certain individuals receive plaques, and training announcements. The Governors Office has yet to respond on whether or not that has been approved.
- Executive Director MacLaughlin stated he sent a proposal to Harry Jones, head of the Fiscal Department, to discuss ways to save money involving trainings. He is still waiting to hear back at this moment.
- Executive Director MacLaughlin mentioned that they have a representative from the legal department to work on updating the intergovernmental agreements regarding Course 5 and 6.
- Legal Advisor Manning mentioned the possibility of changing the name of Course 5 so with the new intergovernmental agreement it can all match up.

MOTION 1903:02

Commissioner Libby made a motion to rename Course 5 to Force Response Training as the title of the course.

Commissioner Chilleri seconded.

Motion carried by unanimous voice vote.

4. Reports of Officers and Standing Committees

- Executive Director MacLaughlin shared that himself and the Curriculum Committee are looking at possibly running a Course 5 Train-The-Training in Lancaster later in the training year. It would be a combination of a Course 5 Train-The-Trainer and regular training.

5. New Business

- Executive Director MacLaughlin stated the first Basic Training Academy is starting in a couple of weeks, and FETC has reduced two range weeks due to past amount of ranges ran.

Petition for Extension/Waiver

James Neary – Wyoming County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper medical documentation were received by FETC.

MOTION: 1903:03

Commissioner Libby made a motion to approve the petitions for extension for James Neary.

Commissioner Beaver seconded.

Commissioner Shurtleff abstained.

Motion carried by voice vote.

Request for Initial CFI Status

Tara Cooper – Erie County Adult Probation

Nicholas Monocello – Erie County Adult Probation

Drew Sigman – Lancaster County Adult Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1903:04

Commissioner Beaver made a motion to approve Tara Cooper, Nicholas Monocello and Drew Sigman for initial CFI status.

Commissioner Shurtleff seconded.

Motion carried by unanimous voice vote.

Request for Renewal of CFI Status

Ryan Altemier – Wayne County Adult Probation

Joseph Barry – Susquehanna County Adult and Juvenile Probation

Ryan Buterbaugh – Somerset County Adult and Juvenile Probation

David Jones – Greene County Adult and Juvenile Probation

Shane Kelly – Warren County Adult Probation

Lucas Kiger – Greene County Adult and Juvenile Probation

Sean McGraw – Wayne County Adult Probation

Michael Walters – Warren County Adult Probation

Robert Wolff – Pike County Combined Probation

Michael Zagorski – Lehigh County Adult Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1903:05

Commissioner Shurtleff made a motion to approve the the renewal of CFI status for Ryan Altemier, Joseph Barry, Ryan Buterbaugh, David Jones, Shane Kelly, Lucas Kiger, Sean McGraw, Michael Walters, Robert Wolff and Michael Zagorski.

Commissioner Heitzman seconded.

Motion carried by unanimous voice vote.

Request for Renewal of MI Status

Ed Hosler – Clinton County Adult and Juvenile Probation

Richard Mosier – Fayette County Juvenile Probation

Gregory Willig – Allegheny County Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1903:06

Commissioner Heitzman made a motion to approve the renewal of MI status for Ed Hosler, Richard Mosier and Gregory Willig.

Commissioner Libby seconded.

Motion carried by unanimous voice vote.

6. Executive Session

There was not an executive session during this meeting.

7. Public Comment and Questions

No public attendance.

8. Adjournment

MOTION: 1903:07

Commissioner Libby made a motion to adjourn

Motion carried by unanimous voice vote.

Meeting adjourned at 10:22 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on March 10, 2019.

Minutes submitted by Ian Rowles, Recorder, PBPP